



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

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M E M O R A N D U M

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To: Special Education Administrators
Early Intervention Specialists

From: Rita J. Kenison, Child Find Coordinator
Arizona Department of Education/Exceptional Student Services
(602) 364-4015 or 1-800-352-4558

Subject: AZ-TAS Child Find Guidelines for School-based Practice in Arizona

Enclosed is a copy of the technical assistance guidelines to assist you with incorporating procedural changes as a result of the recent Child Find intergovernmental agreement between Arizona Department of Education and Arizona Department of Economic Security. These guidelines cover suggested practices as well as requirements for ages birth through 21. Segments may be excerpted for age-specific staff in-services. At a minimum, you are strongly encouraged to provide an overview for all school-based staff concerning eligibility requirements and procedures: 1) for referring young children ages birth to 3 to the Arizona Early Intervention Program (AzEIP); and 2) for referring children ages 3 to 5 to the school district of parental residence.

It is extremely important that staff answering calls from parents have a clear understanding of who to contact or refer parents who ask for help with a child under age 5 who is behind in development! The Arizona Child Find Tracking Form must be completed only when sending a referral to AzEIP or to the district of parental residence (if you are a charter school, a union high school district, or an AzEIP staffer). *If you are an elementary or unified school district and a parent contacts you directly about a preschool aged child, you do not need to use the tracking form on such a referral.*

These AZ-TAS guidelines are available on the new Child Find web site under Publications at <http://www.ade.az.gov/ess/childfind>. Additional sample forms are being designed and will be posted on the web site soon.

There are also sample forms and recommendations in the guidelines to help adequately market availability of early intervention services to families and child-based organizations within your community. Please share with us what you have developed for Child Find so we can continue to compile best practices to share with everyone involved statewide.